

	MISSOURI DEPARTMENT OF HEALTH AND SENIOR SERVICES CHILD AND ADULT CARE FOOD PROGRAM CHILD CARE CENTERS POLICY & PROCEDURE MANUAL	ISSUED 3/91	REVISED 1/15	CHAPTER 8	SECTION 8.3
CHAPTER Chapter 8. Recordkeeping		SUBJECT Records to Support the Claim			

The following records must be kept on file to support the claim for reimbursement:

- Daily dated Menus and infant menus
- Enrollment Documents
- Meal Count Records
- Income Eligibility Forms
- Production Records (for centers vended by a Food Service Management Company or Caterer)
- Food Purchase Receipts Documentation of Non-Profit Foodservice (Food receipts and/or invoice)
- Daily Attendance Records
- Infant Feeding Preference Forms
- Records of Overlap or Shift Care
- CN Labels (process foods)

See Chapters 5 and 6, Requirements of Management, Required Recordkeeping, for more information. See the booklet entitled Orientation & Recordkeeping Workbook for Child Care Centers at <http://health.mo.gov/living/wellness/nutrition/foodprograms/cacfp/lawsregs.php> for detailed instructions and sample forms.

Reference: 7 CFR 226.10